



General
Services
Administration

Washington, DC 20405

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MEMORANDUM FOR: Executive/Administrative Directors

SUBJECT: Alert Bulletin

Attached is the current edition of the GSA Alert Bulletin--a publication designed to provide information on policy and procedural changes regarding services available to government agencies from the General Services Administration.

Ray Kline
RAY KLINE
Deputy Administrator

45-1

Enclosures

83-0507

GSA Alert Bulletin - February 1983

1. The GSA Office of Personal Property has been designated the Office of Federal Supply and Services.
2. GSA has issued a temporary regulation on space utilization. The revision to FPMR 101-17 was developed by an interagency group, comprised of representatives appointed by the assistant secretaries for management, and reflects decisions of the Cabinet Council on Management and Administration. "For office space, the goal shall be an average utilization rate of 135 square feet per person or less." (Art Barton, 566-1025)
3. GSA's Federal Protective Service has issued a revision to 41 CFR 101-20 concerning the delivery of standard level protective services provided occupants of GSA-owned or controlled space. (Quinton Y. Lawson, 566-0888)
4. Major excess personal property initiatives for FY 1983: to exceed utilization transfers goal of \$600 million; to expedite disposal from Federal agency premises by establishing Personal Property Centers in each region; to increase automated support of the utilization, donation and sales program, particularly in the newly formed Personal Property Centers and Customer Service Bureaus. (William Foote, 557-1240)
5. Representatives of GSA's Office of Federal Supply and Services are visiting major customer agencies in the Washington, D.C., area to reacquaint them with available supply contracts, services, and other support programs. Discussion is encouraged on specific personal property support requirements and ways of reducing operating costs. (Jim Grady, 557-7970)
6. The contract airline program now covers 437 city-pair routes. More routes are being negotiated. (Ivan Michael Schaeffer, 557-1273)
7. The fourth edition of the Hotel/Motel Directory is available to headquarters agencies through the Standard Form 1 process (agency rider requisition). The directory includes 2,245 establishments in 858 cities. (Ivan Michael Schaeffer, 557-1273)
8. Travel Management Centers are open in 7 cities. A solicitation now being issued will cover 16 additional cities. (Ivan Michael Schaeffer, 557-1273)
9. Vehicle utilization is being reviewed on an agency-by-agency basis to ensure compliance with OMB-approved standards. (Ivan Michael Schaeffer, 557-1273)

10. GSA's Office of Federal Records Centers is distributing a new edition of the General Records Schedules. These schedules provide mandatory disposition standards for records common to most Federal agencies. (George Scaboo, 724-1598)
11. This month GSA will issue a bulletin to provide guidance to Federal agencies on deregulation of telephone equipment. (Don Page, 566-0194)
12. GSA is planning a March 8 meeting of customer agency administrative services officials to address current issues in space management, procurement of office furniture and supplies, disposal of excess personal property, and deregulation of telephone equipment and services. (Emily Karam, 566-0090)
13. GSA is collaborating with Federal agencies to clean-up furniture storage sites in the Washington metropolitan area. (William Foote, 557-1240)

Customer Affairs Division
Office of Communications
(566-0090)

GSA has issued a temporary regulation on space utilization. The revision to FPMR 101-17 was developed by an interagency group, comprised of representatives appointed by the assistant secretaries for management, and reflects decisions of the Cabinet Council on Management and Administration. "For office space, the goal shall be an average utilization rate of 135 square feet per person or less." (Art Barton, 566-1025)

JAN 4 1983

MEMORANDUM FOR ASSISTANT SECRETARIES FOR MANAGEMENT

SUBJECT: Space Utilization

Our review initiative for the Federal Property Management Regulations (FPMR's) on space utilization is nearing completion. An interagency group, comprised of your appointed representatives (roster enclosed), has promulgated a much revised version of FPMR 101-17. The enclosed copy of this document represents the final draft of the revised FPMR as discussed with your representatives plus some changes reflecting redirection given to GSA at the December 23, 1982 meeting of the Cabinet Council on Management and Administration (CCMA).

To meet the timing requirements of the recently approved space management initiative by the CCMA, our present schedule calls for issuing this revision as a temporary regulation in mid-January 1983. If you should have any additional concerns, please let me know as rapidly as possible.

We recognize for larger agencies this schedule may not permit the usual circulation process to obtain regional or bureau-generated comments. By use of the interagency group to draft the revised FPMR, we have attempted to resolve major concerns prior to issuance of the temporary regulation. We would anticipate "fine tuning" the regulation prior to making it "final" and incorporating any further improvements or suggestions at that time.

(Signed) Ray Kline
Deputy Administrator

FPMR 101-17

Revision of 12/28/82

§ 101-17.000 Scope of part.

This part prescribes the policies and procedures for the assignment, utilization, and planning of space in buildings under the custody or control of GSA. The term "United States", as used in this subchapter, shall mean the several States of the United States, the District of Columbia, and the Commonwealths, territories and possessions of the United States.

§ 101-17.001 Authority.

This part implements the applicable provisions of the Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended; the Act of July 1, 1898 (40 U.S.C. 285); the Act of August 27, 1935 (40 U.S.C. 304c); the Public Buildings Act of 1959, as amended (40 U.S.C. 601 et seq.); the Rural Development Act of 1972 (86 Stat. 674); Reorganization Plan No. 18 of 1950 (40 U.S.C. 490 note); the Public Buildings Cooperative Use Act of 1976 (90 Stat. 2505); Executive Order 12072 of August 16, 1978 (43 FR 36869); the Intergovernmental Cooperation Act of 1968 (42 U.S.C. 4201-4244); the Federal Urban Land - Use Act (40 U.S.C. 531-535); Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601); and the National Environmental Policy Act of 1969, as amended.

§ 101-17.002 Basic policy.

(a) GSA and other Federal agencies shall take all reasonable measures to assure the use of the absolute minimum space required to perform agency missions. To accomplish this, each agency shall devise and implement a plan to improve the utilization of all space, and shall indicate specific goals to be achieved. For office space, the goal shall be an average utilization rate of 135 square feet per person or less. GSA and other Federal agencies shall work towards the most cost-effective solution practicable in each circumstance.

(b) Space in office buildings and other facilities required by Federal agencies shall be requested only when it is clearly demonstrated that additional space is essential to agency operations.

(c) Each agency shall determine the appropriate geographical area for its facilities. The agency shall define the broadest possible area compatible with its mission and functional requirements, in order to ensure maximum utilization of Government-controlled space and to provide maximum potential for competitive offers of space. Agencies shall comply with all applicable statutes and executive orders, including those cited in § 101-17.001 of this regulation. Plans for meeting space

needs shall consider social, economic, environmental and cultural effects upon communities, and shall support local development and revitalization objectives wherever feasible.

(d) GSA will assign and reassign suitable space to Federal agencies and certain non-Federal organizations, and will issue criteria for the use of this space. To accomplish this, GSA will acquire and use Federally-owned and leased office buildings and space located in the United States. GSA will ascertain that agency-established geographical areas are sufficiently broad to ensure adequate consideration of available Government-owned space and adequate potential for competitive offers from the market place. GSA will then determine the appropriate delineated area for space assignments within established geographical areas.

(e) GSA shall ensure that agencies use vacant available Government-controlled space which meets minimum agency requirements prior to acquiring new space. Whenever possible, agencies shall occupy such space without alteration. When alterations are required, alterations which are essential for performance of agency missions or which improve the utilization rate shall be given priority. Alterations solely for decorative or non-essential purposes shall be avoided.

(f) GSA may delegate authority to agencies to acquire and use Federally-owned or leased buildings; GSA will, however, retain oversight responsibility for agency actions under such delegations.

(g) GSA may require agencies to relinquish all or a portion of assigned space if such action is in the best interests of the government and would not unreasonably interfere with the agency's performance of its mission. Under these circumstances, GSA shall be responsible for all expenses enumerated in § 101-17.203,, and for any other expenses incurred as a result of a forced relocation, including costs for communications changes, moving and alterations. GSA's responsibility for such expenses shall commence at the time space is relinquished.

§ 101-17.003 Definition of terms.

The following definitions are established for terms used in this Subchapter D.

§ 101-17.003-1 Federal agency.

"Federal agency" means any executive agency or any establishment in the legislative or judicial branch of the Government except the Senate, the House of Representatives, and the Architect of the Capitol and any activities under his direction.

§ 101-17.003-2 Non-Federal organizations.

"Non-Federal organizations" means organizations such as credit unions, concessions, and vending stands operated by the blind, and organizations under the direct sponsorship of a Federal agency such as grantees and contractors.

§ 101-17.003-3 Space.

"Space" means space in buildings, and land incidental to the use thereof, which is under the custody and control of GSA or for which a permit for use has been issued to GSA by another agency. It includes space acquired by other agencies under delegations of authority from GSA.

§ 101-17.003-4 Space assignment.

"Space assignment" means an administrative action which authorizes the occupancy and use of space by a Federal agency or other eligible entity.

§ 101-17.003-5 General purpose space.

"General purpose space" means space which is determined by GSA to be suitable for the use of agencies generally. General purpose space is categorized as office, storage, or special type. The physical characteristics of the space are the basis for determining the proper space category.

(a) "Office space" means space that must provide an acceptable environment suitable in its present state for an office operation. This requirement includes, but is not limited to, adequate heating, ventilation, and air-conditioning, floor covering, finished walls, and accessibility. The space may consist of a large open area or may be partitioned into rooms. Private corridors, closets, and similar areas which have been created within office-type space through the erection of partitions shall be classified as office space. Office space is further defined in § 101-17.47.

(b) "Storage space" means space generally consisting of concrete, woodblock or unfinished floors, bare block or brick interior walls, unfinished ceiling, and similar construction containing minimal lighting and heating. This type of space includes attics, basements, warehouses, sheds, unimproved areas of loft buildings, and unimproved building cores. All storage space will be classified under subsets of general storage area, inside parking area, or warehouse areas. These categories are further defined in § 101-17.47.

(c) "Special space" means space which has unique architectural features, requires the installation of special equipment, or necessitates the expenditure of varying sums to construct, maintain, and/or operate as compared to office and storage space. Special space is further defined in § 101-17.47.

§ 101-17.003-6 Special purpose space.

"Special purpose space" means space which is designed for the special purposes of an agency and is determined by GSA not to be generally suitable for the use of other agencies. Special purpose space is further defined in Part 101-18.

§ 101-17.003-7 Joint use space.

"Joint use space" means that common space available for use by all occupants of the building such as cafeterias, conference rooms, credit unions, and snack bars. It does not include mechanical, custodial, or circulation areas.

§ 107-17.003-8 Occupiable area.

"Occupiable area" means that portion of the gross area which is available for use by an occupant's personnel or furnishings, including space which is available jointly to the various occupants of the buildings, such as auditoriums, health units, and snack bars. Occupiable area does not include that space in the building which is devoted to its operations and maintenance, including craft shops, gear rooms, and building supply storage and issue rooms. Nonpermanent ceiling-high corridors solely serving a single space assignment are occupiable. Occupiable area is computed by measuring from the occupant's side of ceiling-high corridor partitions or partitions enclosing mechanical, toilet, and/or custodial space to the inside finish of permanent exterior building walls or to the face of the convector if the convector occupies at least 50 percent of the length of the exterior wall. When computing occupiable area separated by partitions, measurements are taken from the center line of such partitions.

§ 101-17.003-9 Initial space layout.

"Initial space layout" means the specific placement of work stations, furniture, and equipment for new space assignments. These initial services are provided by GSA upon agency request.

§ 101-17.003-10 Space inspection.

"Space inspection" means a reconnaissance-type evaluation of the manner in which space assignments are being utilized to determine whether immediate or scheduled corrective action is indicated.

§ 101-17.003-11 Space utilization survey.

"Space utilization survey" means a detailed analysis, using recognized space management procedures and techniques, of the manner in which an agency is utilizing its space.

§ 101-17.003-12 Utilization rate.

"Utilization rate" means an indicator of the efficiency with which space is used. It is developed by dividing the total square footage of that portion of occupiable area

(excluding joint use space) which is defined as office space assigned to an agency by the total number of personnel occupying such space.

§ 101-17.003-13 Personnel.

"Personnel," for purposes of computing utilization rates, means the peak number of persons to be housed in a given space assignment for which a work station must be provided. In addition to permanent Federal personnel, this may include temporaries, part time, seasonal and contractual employees that cannot share existing workstations, as well as budgeted vacancies.

§ 101-17.003-14 Average utilization rate by agency.

"Average utilization rate by agency" means the utilization rate for a particular agency, calculated on a nationwide basis.

§ 101-17.003-15 Delineated area.

"Delineated area" means the specific boundaries, as determined by GSA, within which space will be obtained to satisfy an agency space requirement. It is based upon the agency's geographic service area, the quantity of available government-owned space, and the potential for competitive offers from the market place.

§ 101-17.003-16 Space allocation standards.

"Space allocation standards" means agreements between GSA and an agency that are written upon the conclusion of a cooperative planning effort and are used:

(a) As a basis for establishing agency space requirements, and

(b) To document variations from FPMR space utilization goals which result from specialized agency functional requirements or from particular characteristics of Government buildings.

§ 101-17.003-17 Space planning.

"Space planning" means the process of using recognized professional techniques to determine the best location and the most efficient configuration for agency facilities.

§ 101-17.003-18 Request for Space.

"Request for Space" ("Space Request") means a written document upon which an agency provides GSA with the information necessary to assign space. A Request for Space shall be submitted in a format designated by GSA. It shall at a minimum contain descriptions of amount of space, geographic area, and time period required.

§ 101-17.003-19 Cost-effective.

"Cost-effective" means justified under an economic analysis which evaluates alternatives in terms of

time-adjusted expenses incurred by the Government. GSA shall publish bulletins specifying acceptable methods of analysis for evaluating space actions.

§ 101-17.003-20. Acceptance of Space.

"Acceptance of Space" means an authorization by an agency for GSA to award a lease, to make a commitment for initial alterations, or to establish a date of occupancy.

§ 101-17.003-21. Unique Agency Space.

"Unique Agency Space" means space which is classified as special purpose space, which contains a substantial amount of special space, or which is located where use by other agencies is impractical.

SUBPART 101-17.1 — ASSIGNMENT OF SPACE.

§ 101-17.101 Requests for space.

(a) Federal agencies shall satisfy their space needs by submitting a Standard Form 81, Request for Space, to the GSA regional office responsible for the geographic area in which the space is required. GSA may also require the submission of Standard Form 81-A, Space Requirements Worksheet, in appropriate circumstances. A listing of GSA regional offices and the areas they service is shown in § 101-17.4801.

(b) When appropriate, GSA shall advise agencies to submit Requests for Space in buildings to be constructed on GSA Form 144, Net Space Requirements for Future Federal Buildings Construction. GSA shall also advise agencies when space requested is classified as unique agency space.

(c) Space requests shall be in accordance with the requirements of the Agency Space Plan (see § 101-17.303 below). Space requests not in conformity with the Agency Space Plan shall contain a statement describing the nature and effect of all modifications to such plan, and shall be signed by the Head of the Agency.

(d) The need for space requested, the number of personnel listed, and the availability of funds for reimbursement to GSA shall be certified by an authorized official of the requesting agency on the Standard Form 81.

(e) Space requests for the U.S. Postal Service will be processed in accordance with the U.S. Postal Service - GSA Agreement.

(f) GSA shall not process any request for space if such request does not reflect a judicious and austere use of government funds and resources.

§ 101-17.102 Delegations of authority.

(a) GSA may delegate authority to acquire space by lease or to procure parking accommodations when, in GSA's sole opinion, such delegation is in the best interests of the requesting agency and the Government. GSA shall specify the terms and conditions of any delegation in writing at the time the delegation is made.

(b) Agencies acting under delegations shall make every reasonable effort to utilize existing government-controlled facilities prior to acquiring new space. Agencies shall make inquiries regarding the availability of existing space to GSA regional offices, and shall document their lease files to that effect.

(c) Agencies acting under delegations from GSA are required to comply with all other relevant sections of this Part 101-17.

§ 17.103 Action when space is not available.

If no suitable Government-controlled space is available, GSA will so advise the requesting agency by the return of a signed copy of the Standard Form 81, showing thereon the action to be taken.

(a) When the agency has acquisition authority or has been delegated such authority by GSA it may thereupon proceed to acquire the requested space. The signed copy of the Standard Form 81 shall be attached to the leasing or related instrument made available to the General Accounting Office.

(b) GSA may take necessary action to acquire space for agencies having acquisition authority when the latter so request by checking the appropriate block on Standard Form 81.

(c) GSA will take the necessary action to acquire the space for agencies having no acquisition authority.

§ 101-17.104 Space for short-term use.

Agencies having a need for facilities for short-term use (such as conferences and meetings, judicial proceedings, and emergency situations) shall make every reasonable effort to utilize Government-owned or leased facilities. If no suitable Government-controlled facilities are available, an agency may arrange for the use of privately owned facilities for a period not to exceed 120 days, provided that the agency has authority to contract for such facilities. Agencies shall make inquiries regarding space availability to GSA regional offices.

§ 17.105 Space requirements for ADP equipment.

Agencies requiring space for the installation of data processing equipment shall provide information as set forth

in § 101-17.47. This information must be forwarded to GSA as far as possible in advance of equipment delivery so that space can be provided in a timely and efficient manner.

§ 17.106 Location of space.

(a) Federal use of space shall encourage growth and economic development and redevelopment in rural areas, consistent with the provisions of Section 601(b) of the Rural Development Act of 1972 (86 Stat. 674).

(b) In locating facilities, after due consideration of the provisions of the Rural Development Act, agencies shall give preference to the centralized business area and adjacent areas of similar character in the central city of Standard Metropolitan Statistical Areas (SMSA's) as defined by the Department of Commerce. In addition, GSA may consider other specific areas of a city recommended by the elected chief executive officer of the local government or a designee, except where this type of consideration is otherwise prohibited. GSA shall advise local officials of the availability of data on GSA plans and programs, and shall agree upon the exchange of planning information with local officials.

(c) The presence of the Federal Government in the National Capital Region is such that the distribution of Federal installations will continue to be a major influence in the extent and character of development. Consequently, these policies shall be applied in the National Capital Region, on the most cost-effective basis feasible, in conjunction with regional policies established by the National Capital Planning Commission and consistent with the general purposes of the National Capital Planning Act of 1952 (66 Stat. 781) as amended.

(d) Consistent with the policies cited in paragraphs (a), (b) and (c) of this section, alternative sources for meeting federal space needs will consider the use of buildings of historic, architectural, or cultural significance within the meaning of Section 105 of the Public Buildings Cooperative Use Act of 1976 (90 Stat. 2507).

§ 17.107 Application of socio-economic considerations.

Whenever actions are proposed to accomplish the reassignment or utilization of space through the relocation of an existing major work force, the impact on low- and moderate-income and minority employees shall be considered. Under these circumstances, the Department of Housing and Urban Development shall be consulted by the requesting agency in accordance with the memorandum of understanding between the Department of Housing and Urban Development and the General Services Administration (see § 101-19.48).

§ 17.108 Reviews and appeals of space assignment actions.

§ 101-17.108-1 Formal review.

A request for a formal review of a space assignment action shall initially be submitted to the appropriate GSA regional office by the agency official authorized to sign the Standard Form 81, Request for Space. A request for a formal review shall be in writing and shall include all pertinent information and supporting documentation. The GSA regional offices will verify the data and perform additional investigation as necessary. The Regional Director, Real Estate Division, will review all data and make a written determination within 30 calendar days after receipt of the request. A copy of the decision will be sent to the requesting agency.

§ 101-17.108-2 Initial appeal.

(a) Within 15 calendar days after receipt of the decision, the regional agency head (or his designee) may submit an appeal of the decision to the Regional Administrator, GSA. In the appeal the agency official shall state, in writing, the basis for the original request for formal review. Only information provided with that request will be considered. Any new or additional information or facts introduced at this level will require that the appeal undergo another formal review.

(b) Within 15 calendar days the Regional Administrator, GSA, will notify the agency of his decision. In cases requiring more detailed analysis than can be accomplished within 15 days, the Regional Administrator will notify the agency and establish a date on which his decision will be rendered.

§ 107-17.109-3 Further appeals.

Within 15 calendar days after the agency has been notified of the Regional Administrator's decision, a further appeal may be filed by the agency head with the Administrator of General Services. The Administrator will render the agency's decision within 15 calendar days of receipt of the appeal whenever possible; if additional time is required, the Administrator shall notify the agency of the date a decision will be made.

SUBPART 101-17.2 - UTILIZATION OF SPACE.

§ 101-17.201 Responsibility of GSA.

GSA will conduct space inspections and space utilization surveys to promote and enforce efficient utilization, recapturing for release or reassignment any space which the agencies do not justify to the satisfaction of GSA as being required. The agency will be provided with a written summary of significant findings and recommendations, together with data concerning improvements which can be affected by the agency, and those which are planned by GSA.

§ 101-17.202 Responsibility of agencies.

Agencies shall cooperate with GSA in the assignment and utilization of space. Agencies shall:

(a) Furnish information regarding the use of assigned space;

(b) Furnish data on personnel consistent with budget submissions to the Office of Management and Budget and with existing appropriations;

(c) Continuously study and survey space occupied to ensure efficient and economical utilization and to achieve an average office space utilization rate of 135 square feet per person or less;

(d) Promptly report to GSA any space which is excess to their needs for assignment to other agencies.

§ 101-17.203 Procedures for relinquishment of space.

(a) An agency occupying GSA-assigned space shall notify the appropriate GSA regional office as soon as possible, but at least 120 days before vacating, whenever space is no longer needed. Notification shall be in writing, giving a description of the space and the estimated date of release.

(b) When a portion of space is relinquished, such space shall be consolidated, accessible, and readily assignable, or marketable. Expenses required to make relinquished space consolidated, accessible and readily assignable ~~by~~ will be borne by the agency.

(c) The agency shall be responsible for Standard Level User Charge (SLUC) until the date of release specified in the notification, or until the date space is actually vacated, whichever occurs later. When an agency has not made timely notification to GSA, that agency shall be responsible for SLUC for a period of 120 days following the date of notification.

(d) When the space relinquished is unique agency space, the agency shall also be responsible for additional out-of-pocket expenses for the period after 120 days following notification. This responsibility shall continue until:

- (i) such space is assigned or otherwise disposed of by GSA, or
- (ii) the expiration of the term specified on the most recent Request for Space applicable to the area in question, or

- (iii) Notification by the Office of Management and Budget that agency responsibility for the space is no longer required, whichever occurs earliest.

(e) Agencies accepting space which is never occupied are similarly responsible for all out-of-pocket expenses whenever the space in question is unique agency space.

(f) When an agency is responsible for the operation, maintenance, and protection of Government-owned space, and the agency determines that such space is no longer needed, the agency shall so notify GSA at least 6 months prior to relinquishing the space. The operation, maintenance and protection of the space shall continue to be the responsibility of the agency until the beginning of the next fiscal quarter following the end of the 6 month period.

SUBPART 101-17.3 SPACE STANDARDS AND PLANS.

§ 101-17.301 Space Allocation Standards.

Space Allocation Standards are derived from specific studies of agency operations or facilities, and are directed towards providing each employee with the minimum amount of space to work efficiently. Where applicable, Space Allocation Standards are to be used in space planning and assignment for agencies or components thereof. Standards shall be authorized and agreed to by GSA, and shall be developed to achieve the minimum practical cost-effective office space utilization rate. In each circumstance, the study should attempt to achieve a utilization rate of 135 square feet or less, if possible.

§ 101-17.302 Space Planning and Layout.

(a) Upon agency request, GSA shall be responsible for preparing the initial space layout. When an agency requires subsequent layout assistance, a request for such assistance shall be made to the appropriate GSA regional office. GSA shall consult with the agency, shall determine the scope of assistance required, and shall provide such assistance on a reimbursable basis either by existing staff or by contract.

(b) No Federal agency shall contract for interior office design or space layout without first consulting with GSA. Upon agency request, GSA will enter into the contract and supervise performance. GSA may require agencies to use existing GSA space planning contracts or new contracts negotiated by GSA if such action is necessary to meet contractual commitments, to eliminate duplicative work, or to ensure cost-effectiveness in planning. GSA will also ensure that proposed design changes have no adverse effect upon mechanical systems, electrical systems, and safety requirements. However, GSA will not unreasonably insist upon the use of GSA-supervised contracts by agencies which have their own contracting authorities.

§ 101-17.303 Submission of space plans.

(a) Each agency shall submit a Space Plan to GSA containing projected space requirements throughout the United States. GSA will provide technical assistance in the development and execution of plans, and will monitor the progress of the agencies in improving space management.

(b) At a minimum, each plan shall contain a forecast of agency personnel, and shall relate requirements to space presently occupied or under request by the agency. Agency plans shall also indicate utilization rates for all projected space assignments, shall detail agency efforts to improve space utilization, and shall include specific goals to be achieved.

(c) Each agency shall update its Space Plan annually. The plan shall in each instance be signed by the agency head.

(d) GSA shall review and approve agency targets and plans, specifically considering the availability of government-owned space, the timing of commitments for government-controlled leased space, the cost-effectiveness of relocations and alterations, the adaptability of existing space to efficient layout, the operating requirements of the agency, and any Space Allocation Standards which are applicable.

(e) GSA shall publish bulletins specifying the timing, format, process, and data for review of each agency Space Plan.

Explanatory Note: to Draft FPMR 101-17

- (1) References to draft § 17.47 are made on draft §§ 17.003-5 and 17.105.

§ 17.47 includes information which supplements the text. It presently consists of the GSA - Agriculture Memorandum of Understanding and the GSA - Postal Service Memorandum of Agreement, both of which will be deleted.

The references in draft §§ 17.003-5(a), (b), and (c) are to the lists of space uses now found in § 17.003-2a(a), (b), and (c) respectively. These lists will be incorporated, unchanged, in draft § 17.47.

The reference in draft § 17.105 is to the list of ADP space requirements now found in § 17.101-5. It will be incorporated, unchanged, in draft § 17.47.

- (2) § 17.4801, List of GSA Regional Offices, will be updated.
- (3) Subpart 101-17.49, Forms, will be deleted.

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Federal Register / Vol. 47, No. 248 / Monday, December 27, 1982 / Proposed Rules

claimed for fixed-price subcontracts must be on the basis of items delivered or services received, accepted and paid for by the prime contractor.

(10) *Total Direct Costs*. This is the sum of items (i)(1) through (i)(9) of this section.

(11) *Overhead/Indirect Costs* (cite formula base)

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the date and number of the related

suspension notice. Suspensions from

which the contractor has successfully

appealed shall be identified by

referencing contracting officer's letter of

approval.

(r) Insert current amount claimed.

Transfer this amount to SF-1034.

III. General Instructions

Cost Requiring Prior Authorization and Approval

The contractor should be aware of the

requirement for prior written approval

from the contracting officer for certain

contract costs (e.g., premium pay, foreign travel). Whenever the voucher includes such costs not authorized by the contract, reference must be made to the contracting officer's authorization letter.

Withholding of Fixed Fee

GSA's Federal Protective Service has issued a revision to 41 CFR 101-20 concerning the delivery of standard level protective services provided occupants of GSA-owned or controlled space. (Quinton Y. Lawson, 566-0888)

specifically identified as the completion invoice and should include the remaining costs, fees, and reserves claimed to be due to the contractor. It will not include items and amounts which may be set out in any qualifications in the contractor's release of claims. A separate completion invoice shall be submitted for each individual project or task order for which a separate series of public vouchers has been submitted. Final payment on certain contracts may be made on the basis of a desk audit. (See HHSR § 3-50.502-3 for determination of which contracts.)

Contractor's Final Invoice and Closing Documents

After completion of the final audit and all suspensions and/or audit exceptions have been resolved and there is mutual agreement between the contractor and the contracting officer on the final allowable cost and fee, if any, the contractor shall submit its final invoice and the appropriate closing documents to the office designated in the contract. This invoice shall be specifically identified as the final invoice, and must be supported by the following documents:

- (a) Contractor's Release.
- (b) Assignee's Release, if applicable.
- (c) Contractor's Assignment of Refunds, Rebates, Credits and Other Amounts.
- (d) Assignee's Assignment of Refunds, Rebates, Credits, and Other Amounts, if applicable.
- (e) Contractor's Affidavit or Waiver of Lien, when required by the contract.

Government Liaison

Any questions concerning delays in payment of contractor's invoices should be addressed to the office designated to receive the invoice; questions concerning performance under the contract or the instructions set forth in this Guide should be addressed to the contracting officer.

[FR Doc. 82-34083 Filed 12-23-82; 8:45 am]
BILLING CODE 4110-12-41

GENERAL SERVICES ADMINISTRATION

Public Buildings Service
41 CFR Part 101-20

Management of Buildings and Grounds; Standard Level of Protection Services

AGENCY: Public Buildings Service, General Service Administration.

ACTION: Proposed rule.

SUMMARY: The General Services Administration proposes to amend its regulations regarding the standard level of protective services to be provided occupants of GSA-owned or -controlled space as part of the standard level user charge. The present definition of standard level protective services is ambiguous and leads to disputes concerning what services are to be provided to occupants. The proposed regulation is intended to provide a more definitive description of standard level protective services in keeping with current program emphases.

DATE: Comments must be received by January 29, 1983.

ADDRESS: Comments should be addressed to General Services Administration (PS), Washington, DC 20405.

FOR FURTHER INFORMATION CONTACT: James R. Boyd, Planning Specialist, Program, Planning and Coordination Staff (202-565-0244).

SUPPLEMENTARY INFORMATION: The General Services Administration has determined that this rule is not a major rule for the purposes of Executive Order 12291 of February 17, 1981, because it is not likely to result in an annual effect on the economy of \$100 million or more; a major increase in costs to consumers or others; or significant adverse effects. The General Services Administration has based all administrative decisions underlying this rule on adequate information concerning the need for, and consequences of, this rule; has determined that the potential benefits to society for this rule outweigh the potential costs and has maximized the net benefits; and has chosen the alternative approach involving the least net cost to society.

List of Subjects in 41 CFR Part 101-20

Blind, Concessions, Crime, Federal buildings and facilities, Fire prevention, Government property management, Safety, Security measures.

GSA proposes to amend Part 101-20 as follows:

1. The table of contents for Part 101-20 is amended to revise or reserve the following entries:

PART 101-20—MANAGEMENT OF BUILDINGS AND GROUNDS

Sec.

101-20.003-10 [Reserved]
101-20.003-11 [Reserved]

Subpart 101-20.1—Building Operations, Maintenance, Protection, and Alterations

101-20.104 Protection.

Subpart 101-20.5—Protection

101-20.502 [Reserved]
101-20.503-1 Protection.

§ 101-20.003-10 and 101-20.003-11 [Reserved]

2. Sections 101-20.003-10 and 101-20.003-11 are removed and reserved as follows:

Subpart 101-20.1—Building Operations, Maintenance, Protection, and Alterations

3. Section 101-20.104 is revised to read as follows:

§ 101-20.104 Protection.

GSA will provide or arrange for the provision of protective services to ensure the safety of all visitors and occupants, to maintain order, to safeguard the Government's real and personal interest, and to prevent interference with or the disruption of the normal process of Government. Subpart 101-20.5 prescribes the policies and procedures regarding the protection of GSA-owned or -controlled space.

4. Sections 101-20.105 (b) and (c) are revised to read as follows:

§ 101-20.105 Reimbursable service.

(b) Specialized security services performed by uniformed and other personnel which result because of an occupant's mission or the nature of the business conducted within a building, to include guarding as well as ingress-egress control, inspection of packages, directed security patrols, special physical security surveys, and other similar activities.

(c) Design, installation, maintenance, and operation of sophisticated electronic monitoring and communications systems such as intrusion-detection devices, duress-holdup alarms, and remote monitoring systems. Additionally, various target hardening procedures that may include, but not be limited to, the use of architectural and other barriers, access restrictions, and controlled vehicular and personnel traffic flows.

Subpart 101-20.5—Protection

5. Sections 101-20.500 and 101-20.501 are revised to read as follows:

§ 101-20.500 Scope of subpart.

This subpart prescribes the policies and requirements for the protection of persons and property under the charge and control of GSA; delineates GSA and occupant responsibilities; requires the active participation of occupant agencies in establishing tenant awareness programs and accomplishing crime prevention activities; requires that occupant and user agencies report crime on GSA property to the Federal Protective Service; and establishes an occupant emergency program mandating occupant participation in planning and organizing to deal with emergency situations in buildings or facilities.

§ 101-20.501 Basic policy.

For all buildings and grounds under its charge and control, GSA will provide standard level protective services consisting of timely responses to criminal occurrences, incidents, and life-

threatening events; investigation of crimes and violations of Federal statutes; implementation of crime prevention activities, including tenant awareness programs; coordination of a comprehensive occupant emergency program; installation and maintenance of perimeter security devices and systems; performance of physical security surveys and vulnerability assessments of all properties on a recurring basis; and a wide range of physical security advisory and consulting services. Protective and security services above these levels engendered by an agency's mission and other special requirements may be provided on a reimbursable basis in accordance with Subpart 101-21.4.

5. Section 101-20.502 is removed and reserved as follows:

§ 101-20.502 [Reserved]

6. Section 101-20.503-1 is retitled and revised to read as follows:

§ 101-20.503-1 Protection.

GSA provides standard level protective services as defined in § 101-20.501 through the use of personnel resources (consisting of uniformed Federal Protective Officers and other qualified security professionals), technical resources (comprising technical equipment, security devices, and communications networks), and arrangements with other law enforcement agencies. Other protective services which may include, but are not limited to, security guarding; specialized security patrols; and installing and maintaining specialized security systems and devices, may be performed on a reimbursable basis.

(Sec. 205(c), 63 Stat. 390; 40 U.S.C. 486 (c))

Dated: November 23, 1982.

Richard O. Haase,
Commissioner.

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DEPARTMENT OF THE INTERIOR

Bureau of Land Management

43 CFR Parts 3710, 3720, 3730, 3740, 3800, 3810, 3820, 3830, 3840, 3850, 3860 and 3870

Intent to Propose Rulemaking

AGENCY: Bureau of Land Management, Interior.

ACTION: Notice of intent to propose rulemaking.

SUMMARY: As part of the Department of the Interior's ongoing effort to